

**Student Loan Repayment Checklist –
Recertification****17**

1. Name of Employee: _____
2. Position Title: _____
3. Pay Plan-Series-Grade/Step (Salary): _____
4. Gross annual amount of student loan repayment benefits: _____
Change from previous (if applicable): _____
5. Duration of student loan repayment benefits remaining: _____
6. Are funds available to ensure payment of the total amount specified in #4 for the next year? Yes No
7. Has/have the loan balance(s) been verified? Yes No
8. Is the loan balance (or sum of loan balances) equal to or greater than the gross annual amount of student loan repayment benefits specified in #4? Yes No
9. Has/have the status of the loan(s) been verified (i.e., in good standing, in arrears, etc.)? Yes No
10. Has the employee maintained at least a fully successful, pass, or equivalent performance rating? Yes No
11. Has the employee maintained the appropriate security clearance? Yes No
12. Has the employee maintained a 3.0 GPA (applicable if student loan repayment benefits are for courses employee is taking while employed at NNSA)? Yes No
13. If the amount or percentage of student loan repayment benefits is less than the previous one, does the written determination address the reason for the difference? Yes No

Human Resources Consultant_____
Signature_____
Date